



# LOS ANGELES YOUTH ORCHESTRA

*the future of culture*

**Job Title:** Orchestra Manager  
**Reports to:** Executive Director and Artistic Director

**Job Summary:** The Los Angeles Youth Orchestra seeks an exceptionally organized, resourceful, and personable Orchestra Manager with a passion for music education and classical music. The Orchestra Manager oversees auditions, student recruitment, rehearsals, concerts, administration, and communications. The ideal candidate will have experience with youth orchestras and be able to work independently and collaboratively in a fast-paced environment as part of a small team.

LAYO rehearses on Sunday afternoons from August through November and January through April at the Encino Community Center in Los Angeles, with concerts in November and April. Additional rehearsals occur as needed for tours, special events and salons.

#### **Qualifications, Required Knowledge, Skills and Abilities:**

- College degree or equivalent work experience
- Orchestra management experience and/or youth orchestra experience
- Experience working with middle and high school age students and parents
- Knowledge of orchestral instrumentation
- Mastery of project planning, time and resource management, creative problem solving, attention to detail, and sound decision-making
- Knowledge of Microsoft Office, Google Workspace, CRM/ Filemaker, and Dropbox
- Outstanding verbal and written communication skills
- Must be able to work evenings and weekends as needed
- Must be current with your COVID-19 vaccination status per the CDC guidelines. You are current with your COVID-19 vaccines if you have completed a COVID-19 vaccine primary series.
- Ability to lift up to 35 lbs.

#### **Job Responsibilities:**

- **Auditions** Oversee all aspects of auditions, including publicity, recruitment, scheduling and logistics as well as advising prospective students and preparing audition and sight-reading excerpts.
- **Rehearsals and Concerts** Organize and manage rehearsal and concert logistics, including set-up and breakdown, managing parent volunteers, scheduling, room management, creating stage plots, distributing music and taking attendance.
- **Communications** Oversee communications via email, text and phone regarding auditions, music, tuition, forms, rehearsals, concerts, absences and other issues with students, parents, coaches, staff and prospective students and parents.

- **Administration** Manage student information and maintain orchestra databases and contacts in FileMaker and Gmail. Create and update orchestra rosters, track absences and enforce orchestra policies.
- **Student Recruitment** Schedule and conduct recruiting clinics and presentations at Los Angeles area middle and high schools throughout the year. Cultivate and maintain relationships with music directors of orchestra programs at public and private schools.
- **Coaches and guest musicians** Supervise coaches and guest musicians during rehearsals, hire coach substitutes and guest musicians as needed for rehearsals and concerts, and track hours.
- **Concert Program** Oversee production of concert program, including creating timeline for submissions and proofing, collecting all necessary program info from the students, parents, Board, and staff, collecting artwork for program ads, and coordinating with printer.
- **Volunteers** Oversee and train parent volunteer coordinators and volunteers to assist with tasks at all rehearsals and performances.
- **Alumni** Continue to build our alumni network through monthly online meetings and emails geared towards engaging alums with the orchestra for panels, performances and other opportunities.
- **Chamber Groups** Schedule and produce chamber music parties for current students and alumni. Create and manage student chamber groups for performances at special events and salons.

**FLSA Status:** Full time and FLSA exempt.

**Compensation:** \$50,000 to 55,000 plus health care reimbursement.

**To Apply:** Please submit a cover letter and resume by email in PDF or Word formats to [laura.kay.swanson@gmail.com](mailto:laura.kay.swanson@gmail.com) with the subject line of Orchestra Manager. Please, no phone calls or hard copy/physical mail submission. This position is open until filled. The Los Angeles Youth Orchestra welcomes a diverse slate of candidates including BIPOC, LGBTQ+, gender diverse including those that are non-binary. The candidate will role model the Los Angeles Youth Orchestra's vision, values, and behaviors. We are an open, inclusive, and welcoming organization for all.

**About the Los Angeles Youth Orchestra (LAYO):** The Los Angeles Youth Orchestra's mission is to contribute to our communities and advance the future of culture by developing and nurturing a passion for music in young musicians that lasts a lifetime through the study and performance of classical and contemporary music. Founded in 1999, the Los Angeles Youth Orchestra (LAYO) serves over 140 student musicians each year, ranging in age from 8-18 and hailing from 70 different schools throughout the greater Los Angeles area. LAYO rehearses on Sunday afternoons at the Encino Community Center and has performed at Barnum Hall, Ambassador Auditorium, Walt Disney Concert Hall, Hollywood Bowl, UCLA Schoenberg Hall, Zipper Hall at the Colburn School, Carnegie Hall, as well as touring internationally to Vienna, Prague and Italy.

For more information, visit our website at: [www.losangelesyouthorchestra.org](http://www.losangelesyouthorchestra.org)